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Approved For Release 2004/12/15 : CIA-RDP63-00313A000500140046-2

Copy 1 of 1

28 OCT 1963

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**MEMORANDUM FOR: Deputy Director (Science and Technology)**  
**SUBJECT: Satellite Activities Notification Procedures**

1. This memorandum is for the information of the Deputy Director (Science and Technology).

2. The following procedures are in effect at the present time for notification of the DD(S&T) on satellite activities:

a. Satellite launch date and changes are published as changes occur.

b. Telephone notification is made upon launch, at which time further notification procedures are established for remainder of the launch day.

c. Normal vehicle operation is then reported on the OSA Daily Schedule/Recap report.

d. Telephone notification is made if any vehicle problems develop during normal duty hours.

e. Abnormal vehicle operations that occur after normal duty hours are reflected on the OSA Daily Schedule/Recap report of the following morning.

**JAMES A. CUNNINGHAM, JR.**  
**Acting Assistant Director**  
**(Special Activities)**

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CC/OD/OSA (21 Oct 63)

**Distribution:**

- #1 - DD(S&T)
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- #6 - RB/OSA
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NRO review(s) completed.

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